

WITHDRAWN - RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0557-2015-0010

Request for Records Disposition Authority

Records Schedule Number DAA-0557-2015-0010
Schedule Status Returned Without Action

Agency or Establishment Federal Motor Carrier Safety Administration
Record Group / Scheduling Group Records of the Federal Motor Carrier Safety Administration
Records Schedule applies to Department-wide
Schedule Subject Policy and Program Development
Internal agency concurrences will be provided No

Background Information Request for Records Disposition Authority for Policy and Program Development

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	8

GAO Approval

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Outline of Records Schedule Items for DAA-0557-2015-0010

Sequence Number	
1	Driver Exemption and Waiver Files Disposition Authority Number: DAA-0557-2015-0010-0001
2	Government Accountability Office (GAO)/Office of Inspector General (OIG) Audit Reports Disposition Authority Number: DAA-0557-2015-0010-0002
3	Evidence Reports and Other Program and Scientific Documents A. Working and background papers B. Conference Report Disposition Authority Number: DAA-0557-2015-0010-0003
4	Multi-Year Planning Documents Disposition Authority Number: DAA-0557-2015-0010-0004
5	National Transportation Safety Board (NTSB) Safety Recommendation Files Disposition Authority Number: DAA-0557-2015-0010-0005
6	Office of Inspector General (OIG) Complaint Files Disposition Authority Number: DAA-0557-2015-0010-0006
7	Petitions for Rulemaking Files Disposition Authority Number: DAA-0557-2015-0010-0007
8	Word Processing and Electronic Records Disposition Authority Number: DAA-0557-2015-0010-0008

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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
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Records Schedule: DAA-0557-2015-0010

Records Schedule Items

Sequence Number	
1	<p>Driver Exemption and Waiver Files</p> <p>Disposition Authority Number DAA-0557-2015-0010-0001</p> <p>Contain documentation on granting of driver waivers, reasons for deferring or denying waivers, notice of expiration dates, and cancellation</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of each fiscal year.</p> <p>Retention Period Destroy 10 year(s) after Cutoff</p> <p>Additional Information</p> <p>GAO Approval Not Required</p>
2	<p>Government Accountability Office (GAO)/Office of Inspector General (OIG) Audit Reports</p> <p>Disposition Authority Number DAA-0557-2015-0010-0002</p> <p>Contains copies of GAO/OIG audit reports on audit plans, reports to Congress, MCSAP program and other issues of interest to the OIG. Included audits made in the field division offices, and headquarters comments made pertaining to those audits.</p> <p>Final Disposition Temporary</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? Yes</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction Cutoff at the end of each fiscal year.</p>

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3	Retention Period	Destroy 3 year(s) after Cutoff
	Additional Information	
	GAO Approval	Not Required
	Evidence Reports and Other Program and Scientific Documents A. Working and background papers B. Conference Report	
	Disposition Authority Number	DAA-0557-2015-0010-0003
	Research files containing information on specific medical research projects. Files contain correspondence with contractors, drafts of deliverables from contractors, comments, technical background, medical research documentation, and other contract documentation.	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	No
Disposition Instruction		
Cutoff Instruction	Cutoff at end of each fiscal year	
Transfer to Inactive Storage	B. Transfer to National Archives in 5-year blocks when latest record is 10 years old.	
Retention Period	A. Temporary. Cutoff at end of fiscal year. Destroy 5 years after cutoff B. Permanent. Cutoff files at end of each fiscal year.	
Additional Information		
GAO Approval	Not Required	
4	Multi-Year Planning Documents	
	Disposition Authority Number	DAA-0557-2015-0010-0004
	Consist of strategic and tactical plans with planning horizons of up to ten years. Examples include strategic plans, performance plans, and safety action plans	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in	No	

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electronic format(s) other than e-mail and word processing?

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply

Multi-Year Planning Documents

Cutoff Instruction

Cutoff files at end of planning horizon

Transfer Electronic Records to the National Archives for Pre-Accessioning

Transfer electronic records to the National Archives for pre-accessioning 10 year(s) after Cutoff

Transfer to the National Archives for Accessioning

Transfer to the National Archives 10 year(s) after Cutoff

Additional Information

What will be the date span of the initial transfer of records to the National Archives?

Unknown
10 year blocks

How frequently will your agency transfer these records to the National Archives?

Every 10 Years

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National Transportation Safety Board (NTSB) Safety Recommendation Files

Disposition Authority Number DAA-0557-2015-0010-0005

Files created based on NTSB investigations of Motor Carrier accidents. Subsequent to accident investigations, NTSB forwards to FMCSA its report with findings and recommendations. FMCSA responses to these recommendations, and any relevant correspondence are included.

Final Disposition

Temporary

Item Status

Withdrawn

Is this item media neutral?

Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?

No

Disposition Instruction

Cutoff Instruction

Place in inactive file when case is closed. Cutoff at end of each fiscal year.

Retention Period

Destroy 10 year(s) after Cutoff

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Additional Information

GAO Approval Not Required

Office of Inspector General (OIG) Complaint Files

Disposition Authority Number DAA-0557-2015-0010-0006

Files created based on OIG's assignment of waste, fraud, and abuse "hotline" complaints to FMCSA for investigation or information. Consist of original form, FMCSA's report of investigation, and supporting documentation. Most files are routine but a small number are marked for "special handling" because they relate to the actions of FMCSA employees.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Place in inactive status when notified by OIG that case is closed. Cutoff closed inactive case files at the end of each fiscal year inactive "special handling" files after closure.

Retention Period Destroy closed inactive case files at end of fiscal year and closed "special handling" case files 3 years after cutoff.

Additional Information

GAO Approval Not Required

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Petitions for Rulemaking Files

Disposition Authority Number DAA-0557-2015-0010-0007

Contains all petitions for rulemaking to amend or revise the federal Motor Carrier Safety Regulations. The records also include memranda between FMCSA offices concerning the evaluation of the petitions, concurrence grids, supporting documents and the Administrator's decision regarding these matters. Any Federal Register publications concerning petitions for rulemaking, and public comments recieved in response to such notices will be maintained electronically through the U.S. department of Transportation's Docket management System (DMS), available on the Internet at [htm://dms.dot.gov](http://dms.dot.gov). If a rulemaking is initiated in response to the petition, then the records associated with the rulemaking will be maintained

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or disposed of in accordance with the section of this document pertaining to rulemakings.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Cutoff Instruction Cutoff files at end of each fiscal year.

Retention Period Destroy 6 year(s) after Cutoff

Additional Information

GAO Approval Not Required

Word Processing and Electronic Records

Disposition Authority Number DAA-0557-2015-0010-0008

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination. A. Copies that have no further administrative value after the record keeping copy is made. includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy. B- Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No

Disposition Instruction

Retention Period A. - Destroy/delete within 180 dqays after the record keeping copy has been produced, B.- Destroy/

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delete when dissemination, revision, or updating is completed

Additional Information

GAO Approval

Not Required

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/11/2015	Certify	Herman Dogan	Records Management Officer	Federal Motor Carrier Safety Administration - Analysis Division
10/27/2016	Return Without Action	Robyn Dexter	Appraisal Archivist	National Archives and Records Administration - RDTP2: Archives II Processing Section